

Appendix E

Types of Incidents and Berkeley Site Office Notification Times

There are certain types of incidents that EH&S must report to DOE at the Berkeley Site Office (BSO). Each type of incident has a specific time frame in which must be reported to BSO. Table 1 outlines of the type of incidents and when EH&S must report it to BSO to avoid violation of the Incident Notification Process.

If an employee injury is designated as an OSHA-Recordable Case (Type #1 below), EH&S must report this incident to BSO within one work day of determination. This determination is made by Health Services at the time a SAAR is generated. EH&S notification to BSO is not to be confused with the actual SAAR (page 22) that must be completed by the Manager, Supervisor, or PI for an injured employee. The SAAR must be completed within 2 days of receipt of the SAAR notification regardless of whether or not it is an OSHA Recordable Case.

Table 1

	Type	When
1.	OSHA-recordable cases	Within 1 work day of determination
2.	Serious Injury (major trauma) or Fatality	As soon as possible
3.	ORPS (Occurrence Reporting & Processing System)	Per ORPS requirements
4.	Radiation incidents PAAA - NTS	Within 1 work day of determination
5.	Radiation incidents PAAA – internal log	Within 3 work days of determination (not reported to Orbach unless notified)
6.	Fires or facility evacuation for an actual event, or natural disasters affecting property	As soon as possible
7.	Exposure to Chemical, Biological & Physical Agents above OEL without regard to PPE	Within 1 work day after determination
8.	Reportable Quantity of Spills or Releases to Environment	Within 1 work day after release
9.	Regulatory Violation – Agency identified	Within 1 work day of receiving notification
10.	Environmental Regulatory Violation – Self Identified (If violation cannot be corrected within 1 week)	Within 2 work days of determination that correction cannot be made in 1 week
11.	Government vehicle accident with Injury	Within 2 work days of determination
12.	Near Misses (First Aid or no injuries) of significance to DOE as determined by BSO Ops or Lab Dir of EHS	Current events of significance are electrical, laser events; Within 2 work days of determination